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Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040039-1

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. DDP - 101

1. TITLE OF REPORT (if a fill-in report include Form No.)
EMPLOYERS QUARTERS SUMMARY REPORT

2. TYPE OF REPORT: [X] STATISTICAL [ ] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL; [X] LOGISTICS [ ] SECURITY [ ] OTHER (specify); [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED: 3 for each Station

5. FREQUENCY (weekly, monthly, quarterly, etc.): Annual

6. DISTRIBUTION (No. of components not number of copies): 2

7. FORMAT (memorandum, form computer print-out, etc): Form

8. ADP PROCESSING: [ ] YES [X] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: WH Division

10. PREPARING COMPONENT (include lowest level contributing information to report): Stations

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
									$1,001.00

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR	$1,001.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[X] RETAIN AS IS
[ ] CHANGE
[ ] DISCONTINUE
[ ] OTHER (explain)

ESTIMATED SAVINGS: MAN-HOURS | DOLLARS

16. DATE OF INVENTORY: October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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FORM 142 — Classification